

FAQs for Developmental Disabilities Licensure

Q. How do I apply for a license to be a provider?

A. You must register for a Licensing Interest Session by emailing or faxing a letter of interest and proof of incorporation to the Licensing Specialist with the Developmental Disabilities (DD) Unit of the Office of Health Care Quality (OHCQ). At the completion of the session you will receive an application. You must submit this application with all required documentation for approval. After review and approval of your submission, you are issued a license.

Q. Why do I have to attend an interest session meeting?

A. The Applicant Interest Session will guide you through the application process. It provides potential providers with an overview of the Developmental Disabilities Administration (DDA) system, the requirements for licensure, a PowerPoint of information, and a list of resources for assistance in developing a proposal. You also will be able to ask any questions you may have to help you through the process.

Q. If I have questions, or want to submit my letter of interest and proof of incorporation, who do I contact?

A. For questions you may phone Darlene Bedford at 410-402-8048 and email your letter of interest and proof of incorporation to darlene.bedford@maryland.gov

Q. Do I have to have an email address and access to a computer?

A. Yes, most communication is done by email.

Q. When will I get my invitation to the interest session?

A. All invitations are emailed one month before the session with the date and location.

Q. How often are the Interest Sessions held?

A. The Sessions are scheduled quarterly at the discretion of the DDA.

Q. Do I have to be incorporated?

A. Yes, the regulations require that you be incorporated in the State of Maryland. If you are an “out of state” corporation you must register as a foreign corporation in Maryland.

Q. Can my agency hold a limited liability company status?

A. No, you must be incorporated in good standing with the Maryland Department of Assessments and Taxation.

Q. I am already licensed in another state will I have to apply for a license in the state of Maryland?

A. Yes

Q. Where do I go on the internet for more information to become licensed to serve developmentally disabled adults?

A. You can go to dda.dhmf.maryland.gov download COMAR 10.22 to familiarize yourself with the regulations. Also on that web site you will find a link that will take you to the Office of Health Care Quality where you will find instructions on how to apply. There is no application to complete at this time of the process. Office of Health Care Quality link is dhmf.maryland.gov/ohcq

Q. Is there a guide or sample proposal I could use to help me write my policies/procedures, business plan, QA plan etc.?

A. No, the applicant is responsible for developing their proposal in line with the regulations and specific services they plan to provide.

Q. How long does it take to obtain a DDA license?

A. There are no set time frames for the approval of an application. It is dependent on the quality of the submission and the number of reviews required before all components are approved.

Q. I have a house, and I want to take care of developmentally disabled adults?

A. Providing residential services to adults with developmental disabilities is not about having a property to house individuals. In fact COMAR regulations guiding these services specifically state that “*members of the governing body and employees may not own property that is leased back to the licensee*”. Rather residential services should be the supports needed for people with developmental disabilities to live in the community, in settings and locations of their own choosing.

Q. Can I take care of people with Developmental Disabilities in my own home?

A. No. If you are pursuing a license to operate an agency that provides services to people with Developmental Disabilities, you cannot use your own home to provide residential services.

Q. How do I get licensed to open a group home?

A. At this time the Development Disability Administration does not support the group home model, however you can go to COMAR 10.22 and select another program type.

Q. How much money do I have to have to get started?

A. Your start up income should be able to run your agency for at least six months.

Q. What are the daily rates for people in a DDA licensed home?

A. DDA does not have a standard rate of care for individuals served. Rates are based on need and determined through formulas included in the financial chapters of COMAR 10.22.17 & 10.22.18.

Q. I want to be licensed to take care of developmentally disabled children?

A. This process starts at the Governor’s Office for Children (GOC) with the Single Point of Entry (SPE). The GOC website has information on becoming a residential childcare provider and the SPE sessions and process.

Q. If I have an Assisted Living or Residential Service Agency license does that make it easier for me to obtain a Developmental Disability license?

A. No, the process and regulations are different. Also, if you hold another license you must submit your licensing reports completed over the past ten years with your application.

Q. Can I have a DDA program in an already licensed Assisted Living site?

A. No. The licensing requirements are different for A.L. facilities (and RSA’s) vs. the licensing requirements for serving individuals who are diagnosed with developmental disabilities.

Q. Where do I get the individuals after I’m licensed?

A. After you receive a license you must market yourself to individuals eligible or receiving DDA funding. You should also establish a relationship with the DDA regional office in your area and the Resource Coordination entities in your region.

Q. When should I acquire a site after being licensed?

A. Not until you have your first individual to serve. The system does not ensure that new providers receive individuals to serve. Also, the individuals' needs and preferences should be considered when identifying locations and physical sites for services.

Q. What areas in the state have the greatest need for service providers?

A. DDA does not work from a referral/placement model therefore, there is no specific list of areas in need of providers in the state of Maryland. However, the rural areas of the state have fewer service providers and fewer new agencies. The larger urban and suburban areas have the bulk of the providers.